



The  
**Georgia Public Service Commission**  
is accepting applications for

**OPERATIONS ANALYST**  
**Natural Gas Unit**

**Number of Openings: 1**

**Job Category: Operations Analyst, Natural Gas Unit**

**Salary: \$47,500-52,500** Commensurate w/experience

**Closing Date: Until filled**

**Primary Location: GA-Fulton-Atlanta**

**Job Description:**

Under general supervision, the successful Natural Gas Candidate in the Operations Analyst role will perform regulatory compliance work of considerable difficulty as a member of the Natural Gas Unit.

**Excellent Benefits:**

- 401(k) with matching
- Defined Benefit Plan (pension)
- Employer qualified for Student Loan Forgiveness Program
- Health Insurance
- Dental and Vision Insurance
- Employee Discounts
- Flexible Schedule
- Health Savings Account
- Life Insurance
- Vacation Leave – three weeks annually that rolls over
- Sick Leave – three weeks annually that rolls over
- 13 Paid Holidays
- Professional development assistance

**Duties and Responsibilities including, but not limited to:**

- Responsible for Daily Operations Management of the Natural Gas Unit
- Responsible for reviewing/editing all data requests submitted by the Natural Gas Staff and Commission Orders before they are submitted and filed with the Executive Secretary's office.
- Must develop a thorough knowledge of Commission Rules pertaining to certificated Marketers including but not limited to: terms and conditions; public

disclosure statement, disconnections; billing; customer impact, pricing and service quality and applying such knowledge for compliance review of Marketer filings.

- Must develop a thorough understanding of legislation regarding service quality, terms and conditions, public disclosure statement, disconnections, customer impact, pricing and apply such knowledge with Marketer filings.
- Executes assigned duties with limited supervision and completes on time.
- Possess excellent time management skills
- Responsible for ensuring that customer complaints that are received from Consumer Affairs and Commissioners office are resolved in a timely manner.
- Responsible for managing trade secret documents.
- Responsible for Record Retention management per Regulatory Requirements and organization of all-Natural Gas filed documents.
- Responsible for updating and ensuring accuracy for critical pertinent documents in the Natural Gas Unit.
- Must have excellent written and verbal communication skills
- Responsible for assisting the Unit director with Project management, Executive calendar management and organization, including critical dates for complex rate cases and other major cases
- Provides Executive Assistance to the Unit Director and Administrative Assistance to Gas Staff
- Executes assigned duties with limited supervision.
- Ability to analyze operations data and make critical decisions
- Must develop a thorough knowledge of Commission Rules and regulations pertaining to certificated Marketers including but not limited to: terms and conditions; public disclosure statement, disconnections; billing; customer impact, pricing and service quality and apply such knowledge for compliance with Marketer filings.
- Must develop a thorough understanding of legislation regarding service quality, terms and conditions, public disclosure statement, disconnections, customer impact, pricing and apply such knowledge with Marketer filings.

**Minimum Training and Experience:**

Associates degree or comparable education with extensive experience with operations management, research and organization or comparable skills. Completion of a bachelor's degree in a related field of study such as public or business administration, social sciences, or a related field emphasizing research or investigative methods from an accredited college or university. Stellar verbal and written communication skills. Skilled with Power Point, MSWord and Excel

**Background Check:** Must successfully complete stringent background investigation.

**To Apply:**

Send Cover letter and resume to: [HRGPSC@psc.ga.gov](mailto:HRGPSC@psc.ga.gov) or apply online at [www.psc.ga.gov](http://www.psc.ga.gov)

Candidates selected for further consideration will be required to submit the following:

Georgia Public Service Commission Employment Application

State of Georgia Employment Application

College or University Transcripts

Writing Sample